



# INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 JAMES LEE PARK ROAD #A

CARSON CITY, NEVADA 89705

TEL: (775) 267-2805 FAX: (775) 267-3510

[www.indianhillsnevada.com](http://www.indianhillsnevada.com)

## ANNEXATION POLICY

The annexation process provides for the ability of a property owner(s) to petition to have their land included within the boundaries of the Indian Hills General Improvement District. The District is committed to making consistent, fair and well-informed decisions regarding annexation. The goal of this policy is to provide guidance to landowners and District staff and to provide a written outline of factors which enter into the Board's determination of whether or not to annex lands.

### ***Section 1 - Eligibility & Criteria***

1. A property owner shall submit an annexation petition that complies with NRS 318.258 and any other applicable laws.
2. The property(s) must not be included in Douglas County's Redevelopment Agency, or in any other Agency in whole or in part.
3. The District's existing water and/or sewer infrastructure or an extension of it must be capable of servicing the area proposed for annexation without adverse impact on existing service obligations.

### ***Section 2 – Request for Annexation Form & Fee Schedule***

1. Any applicant petitioning for annexation shall complete in detail and submit to the District a "Petition for Annexation" Form. (*Attachment A*)
2. The applicant will be required to pay annexation fees for the District's costs associated with reviewing and evaluating the request for annexation. Publication costs associated with the notice of petition will also be the applicant's responsibility. All applicable fees must be paid in full when the "Request for Annexation" Form is submitted. (*Attachment A*)
3. After receipt of the completed petition, District staff will require 60 days to review the petition. During the review process the District may require the applicant to furnish the District with such other information as the District deems pertinent to review and process the petition for annexation. If there are any additional District incurred administrative or engineering costs to evaluate and process the petition, the District will provide the applicant an estimate thereof. The District requires payment in full of those additional fees before additional action will be taken.



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4. In the event the request for annexation is granted, the District's Engineer will prepare a revised District boundary map. If the request for annexation is denied, the District will reimburse the fee for preparation of a revised boundary map to the applicant.

### ***Section 3 – Public Hearing***

Pursuant to NRS 318.256 et seq., the Board of Trustees of the District shall hear the request for annexation at an open meeting after publication of a public hearing notice for the request for annexation is placed in the local newspaper indicating the place, date and time of such meeting, and the names and addresses of the applicant. Before the meeting, an agenda will be mailed to the applicant and landowners that are within 300 feet of the external boundaries of the property(s) sought to be annexed. At the public hearing, the applicant(s) may make an oral presentation related to the request for annexation. The presentation will be followed by comments from District staff including the District's Engineer and Attorney, Board of Trustees and from the public.

### ***Section 4 – Determination by Board***

The Board of Trustees of the District shall grant or deny the petition for annexation. The action of the Board is final and conclusive.

There shall be no withdrawal of a request for annexation after consideration by the Board, nor shall further objections be filed, except in case of fraud or misrepresentation. The mere fact that the Board approves the request for annexation shall not, in any way, obligate the Board or the District to guarantee District services to the property(s).

Once a request for annexation is approved by the Board of Trustees, and the property owner is ready for water and/or sewer services from the District, the property owner must then complete the Request for Will Serve Application for review by the District Engineer. If approved by the Engineer and upon payment of all fees a will serve letter may issue.

Upon annexation, per NRS 318.258 such property is subject to all of the taxes and charges imposed by the District, and is liable for its proportionate share of existing general obligation bonded indebtedness of the District, but it is not liable for any taxes or charges levied or assessed prior to its inclusion in the District, nor shall its entry into the District be made subject to or contingent upon the payment or assumption of any penalty, toll or charges, other than any reasonable



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annexation charge which the Board may fix and uniformly assess and the tolls and charges which are uniformly made, assessed or levied for the entire

District. Such charges shall be computed in such a manner as not to place a new charge against the District members nor penalize the area annexed.

Per NRS 318.258, when any petition for the inclusion of property into the District is denied, the petitioner may appeal the denial to the Douglas County Board of Commissioners, which shall review such denial and may, in its discretion, order that such property be included in the District.

Attachment A – Annexation Policy

***Petition for Annexation***

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Property Owner(s) Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Location of Property(s): \_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

(Include Section, Township and Range)

Assessor's Parcel #(s) (APN) of lots: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

What Service?      Water only                          Sewer only                          Both

**THE FOLLOWING ITEMS MUST BE SUBMITTED**

1. **Petition for Annexation”** Form, executed by all parties who hold an interest in the property.
  2. A certificate by a title company licensed in the State of Nevada as to ownership of record of any interest of record in the property.
  3. A list of property owners of record within 300 feet of the external boundaries of the property sought to be annexed including a list of Assessor’s parcel number, name and mailing address of each landowner.
  4. A legal description of the property(s) issued by a licensed surveyor or title company.
  5. A vicinity map showing the area(s) to be annexed in relation to the existing District boundaries.
  6. A general description and / or a detailed map for each of the following:
    - a) Proposed water usage and infrastructure;
    - b) Proposed sewer usage and infrastructure;
    - c) Proposed streets, sidewalks, curbs, gutters and drainage ditches;
    - d) Any proposed open or park space.
  7. Check payable to IHGID in the amount of \$610.00 for annexation fees.
- Please Note:** Payment for Annexation fees and the “Request for Annexation” Form will not be accepted until *all* of the required items have been submitted.
8. Document fees, if any, for filing of maps or other documents with State entities as required by NRS chapter 318.

**Annexation Fee Schedule**

<b>Administrative Fees</b>	
Publication (local newspapers-public hearing notice)	\$125 (estimated)
Public Hearing Request for annexation Packet & Agenda (Reproduction, Compilation, Distribution of Documents)	\$50
Filing & Research	\$35
<b>Engineering Fees</b>	
Review by District’s Engineer (estimated)	\$200
Revised District Boundary Map	\$200

***If there are any additional District incurred engineering or administrative costs to evaluate and process the request for annexation, the District will provide an estimate to the requester(s) of those additional costs. The District requires full payment of those additional charges in order to***

Property Owner(s) Name, Address and Phone Number:

NAME	ADDRESS	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) the undersigned, do hereby request annexation of the property(s) described in this petition, and certify that we have provided accurate information as required by this form to the best of my (our) ability. I (We) the undersigned will pay all costs associated with the petition for annexation, which include District administrative and engineering evaluation and processing fees.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF NEVADA )  
 ) ss:  
 COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, before me, personally appeared \_\_\_\_\_, personally known to me, or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity(ies), and that by his signature on the instrument the person(s), or entity(ies) upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
 NOTARY PUBLIC